



**DEPARTMENT OF THE AIR FORCE**  
AIR FORCE MORTUARY AFFAIRS OPERATIONS CENTER

14 Feb 2011

**MEMORANDUM FOR HONOR GUARD PROGRAM MANAGERS**

**FROM:** AFMAO/DOH

**SUBJECT:** Information concerning Honor Guard Management Course

**Class Information**

1. The objective of the Honor Guard Management Course is to provide tools and guidance for the Honor Guard Program managers. The course will present instruction on creating Budgets, Memorandum of Agreements (MOAs) with Guard & Reserve Units, Dignified Arrivals, Manning, M-14, Funeral, and Ceremonial procedures.
2. The Honor Guard Management Course will be held at Dover AFB, Del. The course is unit funded. To register for the class, please contact MSgt Cleveland at DSN: 445-2402 or email [Donald.Cleveland@us.af.mil](mailto:Donald.Cleveland@us.af.mil).

**REPORTING INFORMATION:**

1. Contact Eagle Rest's Inn (Lodging) for lodging reservations at DSN 445-2840/2841 or Commercial 302-677-2840/2841. Lodging is located at 800 14th Street, Dover AFB, Del.
2. The closest airport is Philadelphia International; Units can authorize a car rental for members or members can take a commercial taxi to Dover AFB, Del. Approximate driving time from the airport to Dover AFB is 90 minutes.
3. Training is 7:30 a.m. to 5 p.m. Please be on time for the start of each day.
4. Air Force Mortuary Affairs Operations Center (AFMAO) is located at 116 Purple Heart Drive, Dover AFB, DE 19902. Contact number is DSN 445-3218/3220 or Commercial 302-677-3218/3220. Check in at the front desk where visitor badges will be issued.
5. UOD: ABUs and steel toe boots are preferred.
6. Classroom Etiquette: The classroom is your home. Please take care of it and clean up after yourself. Drinks are allowed but must have lids. Eating is allowed but do not allow it to become a disturbance to the briefer and other students. Additionally, there is a snack bar available to purchase refreshments.

*Dignity, Honor and Respect*